



Town of Oro Valley Classification Description

Title: **WATER UTILITY DIRECTOR**
Job Code: 3510
FLSA Status: Exempt

Department: Water Utility
Salary Grade: 128

POSITION SUMMARY:

Under administrative direction, directs, oversees and administers the Town's Water Utility including system operations, utility finances, personnel, customer service and engineering.

ESSENTIAL JOB FUNCTIONS:

- A. Establishes and maintains direction and guidance over Department staff members and leads and manages the Water Utility Department.
- B. Reports to the Town Manager or his/her designee and provides information and recommendations on water matters. Performs other duties as assigned.
- C. Works as a team member with fellow Department Directors.
- D. Prepares presentations and makes recommendations to the Town Mayor and Council on water matters.
- E. As the Town Manager designee, is the staff representative for the Water Utility Commission which is an advisory commission that makes recommendations to Mayor and Council. Prepares agendas and provides information to the Water Utility Commission on water matters.
- F. Assures adequate water supply for the Town and its future growth.
- G. Assures the financial stability of the Water Utility as an enterprise of the Town.
- H. Assures a high level of customer service to deliver water to our community.
- I. Provides annual water rates analyses and annual reports.
- J. Ensures compliance with State and Federal regulations regarding the operation of public water utilities and ensures adequate supply of safe drinking water.
- K. Provides policy direction for the Town on water-related issues and represents the Town on a regional and statewide basis regarding water resource management and water quality issues.
- L. Interprets, implements and enforces Town and Department policies and procedures.
- M. Develops and administers Department budget.
- N. Develops and prepares agreements with water agencies as needed for the development of water supplies.
- O. Approves contracts and purchase orders for budgeted Water Utility projects.
- P. Represents the Town of Oro Valley and the Water Utility Department during meetings with Town employees, the public, professional associations, water agencies and state legislature.

- Q. Oversees, monitors and directs office operations of assigned staff.
- R. Interviews prospective employees, hires and/or recommends hiring.
- S. Identifies and implements new employee and on-going staff training programs.
- T. Assigns, tracks and reviews work assignments and progress.
- U. Conducts the formal performance evaluation of assigned department staff.
- V. Approves sick and vacation leave of assigned staff.
- W. Develops and implements disciplinary actions for assigned staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing water utility.
- Knowledge and skill in leadership, management and/or supervision principles.
- Knowledge of financial and budgeting principles.
- Skill in interpreting and applying relevant Town, State and Federal statutes, ordinances, codes, rules and regulations governing water utility.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in verbal and written communication and in making presentations.
- Skill in negotiation and understanding of complex water agreements.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Civil Engineering, Business Administration or related field.
- Arizona registration as a Professional Engineer.
- Seven (7) years' experience in public water utility, including three (3) years at a supervisory and/or managerial level; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.